

Waterproofing Substrate Readiness Checklist

Blank project field record | Complete from current approved documents and site observations

Scope

Included: Ordinary indoor wet-area wall and floor substrates immediately before primer or membrane installation. Focuses on handover from substrate/preparation work to the waterproofing installer.

Excluded: Membrane coat inspection, pre-tiling release, structural design acceptance, concrete moisture design or substrate engineering assessment. No universal moisture percentage, surface profile, fall value, drying period or repair method is set here.

Use and project setup

Project field: Project / contractor _____

Project field: Room / zone / surface _____

Project field: Substrate type _____

Project field: Inspection date _____

Project field: Approved detail / revision _____

Project field: Proposed membrane / primer system _____

Before inspection: Project jurisdiction, class and compliance pathway — Identify the project building class, jurisdiction, adopted edition, variations and approved compliance pathway; a published code edition does not establish applicability.

Before inspection: Substrate materials and construction records — Concrete, screeds, sheet flooring and wall linings have different system compatibility and preparation requirements.

Before inspection: Approved finish levels, falls and drainage details — Compare to issued drawings/criteria; this record does not invent the design values.

Before inspection: Membrane, primer and preparation products — Use exact manufacturer instructions for the selected substrate and system.

Before inspection: Required substrate condition tests and acceptance — Enter method/value only when required and defined by approved project/system evidence; otherwise raise a clarification.

How to use

1. Inspect and record the actual substrate by room and surface before primer/membrane work begins.
2. Record type, visible condition, defects, drainage/interface geometry and preparation status. Add measurements only against stated project criteria and approved method.
3. Consult the exact selected membrane/primer instructions for substrate compatibility, dryness, preparation and primer; manufacturer values are product-specific.
4. Mark unresolved cracks, contamination, movement, ponding, incompatible materials or missing acceptance criteria Pending; assign an action and recheck.
5. This is a substrate handover record. The person checking does not gain design authority or certify the compliance pathway by signing it.

Important: Blank record for ordinary indoor wet areas. Fill criteria from the approved project details and exact compatible system instructions, after confirming the applicable project compliance basis. Observations, test results and signatures stay blank until the work is checked. Recording installer work or site observations does not grant certification or contractual release authority.

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WS-01 Room, substrate and system match

What to observe	Confirm the substrate inspection is for the correct room/surface and the substrate type is permitted by the approved membrane/primer system.
How to check	Compare room/element IDs, substrate build-up and product submittal/TDS; inspect accessible surface and record where condition changes.
Acceptance basis	Observed substrate type and condition align with approved drawings and selected system scope; unlisted substrate or undocumented build-up remains Pending.
Reference to verify	Approved room details, substrate submittal and current selected membrane/primer TDS.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Room / surface	_____
Substrate type	_____
Membrane / primer	_____
Drawing / submittal rev	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WS-02 Surface soundness and damage

What to observe	Inspect for loose friable areas, weak edges, spalls, cracks, holes, ridges or defects likely to disrupt preparation or membrane continuity.
How to check	Visual and tactile inspection; map each defect on room sketch/photo and record size/location only when measured using project method.
Acceptance basis	Surface is repaired/accepted to the cited project and system criteria; unresolved movement or structural defects are referred for design disposition, not hidden by coating.
Reference to verify	Approved substrate criteria, repair detail and selected system TDS.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Defect / location	_____
Measured value	_____
Disposition ref	_____
Recheck photo	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WS-03 Cleanliness and contaminants

What to observe	Check that dust, oil, grease, curing compounds, sealers, old adhesive/coatings, laitance and loose debris relevant to this substrate have been addressed.
How to check	Inspect after the specified mechanical/vacuum/cleaning preparation; record observed contaminants and completed method.
Acceptance basis	Prepared surface meets the exact system's stated cleanliness condition; remaining contaminants are removed and rechecked before primer.
Reference to verify	Approved preparation method and current membrane/accessory TDS.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Contaminant / area	_____
Prep method / date	_____
Surface after prep	_____
Photo ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WS-04 Moisture / dryness requirement

What to observe	Determine whether the approved project or selected system requires a moisture/dryness test and whether the specified method and criterion are available.
How to check	Review the exact product TDS and project specification; if testing is specified, record test location, method, instrument and actual value without substituting another method.
Acceptance basis	Test result meets only the cited applicable criterion. If no applicable method/value or system requirement is identified, record the gap and obtain direction; no generic moisture limit is implied.
Reference to verify	Project specification and current local membrane/primer TDS, including test method and stated substrate scope.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Test / location	_____
Method / instrument	_____
Actual value / unit	_____
Criterion source	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WS-05 Falls, levels and drainage readiness

What to observe	Check floor levels/falls, local ponding and waste/flange location against the approved detail before membrane work.
How to check	Use the project's stated measurement method and reference points; map actual readings and drain/threshold interface. Do not infer required falls from another building class or pathway.
Acceptance basis	Observed conditions satisfy the cited approved project details and applicable code pathway; discrepancy, ponding or missing datum is referred before covering.
Reference to verify	Approved architectural/wet-area and drainage drawings; applicable adopted code clauses and project criteria.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Point / datum	_____
Actual level / fall / unit	_____
Drain / threshold ID	_____
Drawing / action ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WS-06 Joints, penetrations and repair preparation

What to observe	Identify movement joints, cracks, wall/floor changes, penetrations and prior repairs that require system-specific treatment before membrane installation.
How to check	Walk the surface and compare each detail to approved drawings and current system accessory instructions; photograph and map omitted details.
Acceptance basis	Required detail and repair method are approved, accessible and ready for application; unresolved movement/design questions or incompatible repairs remain open.
Reference to verify	Approved wet-area details and exact membrane/accessory TDS.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Detail / location	_____
Approved treatment	_____
Repair evidence	_____
Open RFI	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WS-07 Preparation, primer and handover readiness

What to observe	Confirm specified preparation is complete and the approved primer/product, surface condition, environmental checks and handover are ready for the next operation.
How to check	Compare actual prepared surface and planned primer with exact system instructions; record applicable weather/temperature check only where project/TDS requires it.
Acceptance basis	No unresolved defect or missing system/project criterion remains; ready status is recorded by the assigned role. This entry is not formal client release unless project says so.
Reference to verify	Project ITP/work method, current selected primer/membrane TDS and subcontract handover requirement.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Prep record	_____
Primer / batch	_____
Required readings	_____
Handover / date	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Issues and corrective action

Project: _____ Location / room / element: _____ Inspection date: _____

Item / date	Issue and immediate action	Disposition / corrective instruction	Recheck evidence / date	Responsible role / reference

Unresolved items: identify affected area, status, person notified, instruction / NCR reference and any condition before concealment or next work.

Substrate handover before membrane

Project: _____ Location / room / element: _____ Date: _____

Pre-installation handover status

- ☐ Ready for installer handover
- ☐ Hold — rectify and recheck
- ☐ Refer — criteria or instruction required

“Ready” records this site handover only; it does not approve substrate design or confirm code compliance. The waterproofing installer and any appointed verifier record their own roles. Missing suitability or acceptance criteria stay open.

Handover roles and references

Substrate installer / role / date _____

Waterproofing installer receiver / date _____

Site verifier / role / date _____

Instruction authority / reference _____

Handover roles (assign only where required by project documents)

- Installer / contractor declaration: name, role, company, areas/dates, exceptions, declaration/signature/date _____
- Site verifier: name/role, scope observed, findings and evidence references _____
- Certifier / building surveyor (if required): assigned scope, record/certificate reference and date _____
- Project release role: role assigned by contract, decision/status/conditions, notice or ITP reference/date _____

Signatures record the named person's stated role and entry only. They do not by themselves approve design, certify compliance, release a contractual control point or authorize the next activity.

Source notes

References explain topic and record design only. They do not supply universal project acceptance values. Confirm contract documents, jurisdiction and approved product/system.

ABCB, NCC 2022 Housing Provisions, Part 10.2 Wet area waterproofing

Role: Official topic reference from NCC 2022 Housing Provisions, including the variations shown on that page. Confirm the project building class, compliance pathway, adopted edition and relevant state/territory variations before using any provision. This reference does not set universal acceptance criteria.

Locator: Clauses 10.2.1–10.2.32; especially 10.2.6–10.2.13, 10.2.22–10.2.30

Source URL: <https://ncc.abcb.gov.au/editions/ncc-2022/adopted/housing-provisions/10-health-and-amenity/part-102-wet-area-waterproofing>

ABCB, Waterproofing in houses

Role: Official introduction for Class 1 houses. Its national overview omits state/territory variations and does not establish requirements for other building classes or compliance pathways.

Locator: Scope/target audience and sections on NCC 2022 Volume Two H4, Housing Provisions Part 10.2 and AS 3740 options

Source URL: <https://ncc.abcb.gov.au/ncc-navigator/waterproofing-houses>

ABCB, Editions of the National Construction Code

Role: Official NCC edition index. Use it with the project documents and jurisdictional adoption/transition rules to identify the governing edition. Publication of a code edition does not by itself establish which edition applies to a particular project.

Locator: Edition and amendment listings; then consult the project jurisdiction for adoption and transition provisions

Source URL: <https://ncc.abcb.gov.au/editions-national-construction-code>

ARDEX Australia, WPM 155 Rapid Plus Technical Data Sheet

Role: First-party example of one internal/external under-tile system. Supports prompts to record substrate preparation, selected primer, junction/detail method, application coats, product-specific coverage/film build, curing and pre-cover inspection. Any manufacturer values apply only when this exact product/system is approved and the current local data sheet is verified; none are prefilled as generic acceptance criteria.

Locator: January 2025 issue, pp. 1–3: substrate preparation, primer, detailing, application, curing, flood testing and tiling; manufacturer warns newer revision may exist

Source URL: <https://ardexaustralia.com/pdf/products/datasheets/waterproofing/ARDEX%20WPM%20155%20Rapid%20Plus%20Datasheet.pdf>

Sika Australia, Sika SealTape F Product Data Sheet

Role: First-party accessory example for compatible Sika systems; supports documenting substrate cleanliness/priming, embedding, tape continuity/overlaps and membrane coat interface. Requirements are accessory/system specific and only apply after checking the selected membrane TDS and approval.

Locator: December 2025 version 05.01, pp. 1–2, substrate preparation and application instructions

Source URL: <https://aus.sika.com/dms/getdocument.get/51447514-2e04-49ff-83cc-a4274d6f5191/sika-sealtape-f.pdf>

Construction Quality Association, Guide: How to create an ITP

Role: ITP record design guidance only: identify what is checked, how, against what source, who records it, and what evidence follows. It supplies no waterproofing technical acceptance criteria.

Locator: Whole article; ITP requirement/inspection/evidence structure

Source URL: <https://www.cqa.org.au/post/guide-how-to-create-an-inspection-and-test-plan-itp>